

# MAYVILLE HIGH SCHOOL

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## Assistant Head (Junior School)

### Start date: ASAP

Mayville High School is an all-through school dedicated to fostering academic excellence and personal growth in a nurturing, family environment. Our commitment to small class sizes ensures personalised attention, enabling every pupil to thrive and make outstanding progress. We pride ourselves on a supportive community of passionate colleagues and a strong focus on both academic achievement and pupil wellbeing, creating an inclusive atmosphere where every child feels valued and inspired to reach their full potential.

We are seeking a motivated, enthusiastic and forward-thinking **Assistant Head, Junior School** to join our Senior Leadership Team. This is an exciting opportunity for either:

- an experienced leader ready for a new challenge, or
- a talented teacher aspiring to step into school leadership

### Key Responsibilities:

As Assistant Head, Junior School, you will:

- Work closely with the Headteacher and SLT to shape the strategic direction of the school.
- Lead on academic standards, teaching and learning, curriculum innovation and assessment.
- Oversee pastoral care, wellbeing and behaviour, ensuring a nurturing and inclusive environment.
- Teach a reduced timetable, modelling excellent classroom practice and maintaining close contact with pupils.
- Support and inspire staff, contributing to a culture of collaboration, professional growth and high expectations.

### We are looking for:

- Someone with strong interpersonal skills, able to build excellent relationships with pupils, staff and parents.
- A leader, or potential leader, with vision, resilience and the ability to balance academic rigour with pastoral care.
- An absolute commitment to safeguarding, pupil wellbeing and the values of our school.

In return, we offer a vibrant and supportive school community, committed to the professional development of staff and to providing the very best for our pupils.

### Person Specification – Essential

- Qualified Teacher Status (QTS) and strong teaching track record
- Deep understanding of curriculum development, teaching, learning and assessment

- Strong pastoral instincts, with experience of supporting pupil wellbeing and managing behaviour
- Excellent communication and interpersonal skills with pupils, staff and parents
- Commitment to safeguarding and promoting the welfare of children
- Ability to analyse data and use it to drive improvement
- Resilience, adaptability and a collaborative leadership style

## Person Specification – Desirable

- Experience in independent school settings
- Evidence of impact in raising academic standards and improving pastoral provision
- Experience of leading staff development and appraisal.
- Familiarity with ISI inspection frameworks

## To Apply:

Please send your CV and a covering letter outlining your suitability for the role to  
j.carter@mayvillehighschool.net

**Salary: Competitive, dependent on experience**

**Contract type: Full-time, permanent**

**Location: Junior School**

**Reports to: Headteacher**

## JOB DESCRIPTION:

### Leadership and management

- Provide strategic leadership in collaboration with the Senior Leadership Team
- Lead the development of the Junior School curriculum, teaching and assessment, ensuring high standards for all pupils
- Oversee pupil progress tracking and interventions to secure excellent outcomes
- Take a lead role in the pastoral care and well-being of pupils, promoting a safe, supportive and inclusive school culture
- Act as Deputy Designated Safeguarding Lead (DDSL)
- Lead on behaviour management, ensuring high expectations are balanced with nurture, care and respect
- Line manage and support designated staff, contributing to professional development and appraisal
- Organise and minute staff meetings
- Contribute to staff development activities and INSET days
- Organise cover for absence and illness
- Write and circulate the weekly bulletin
- Organise the Extra-Curricular Clubs programme
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in Open Days and school events
- Uphold the school's behaviour code, uniform and regulations
- Develop links with the PTA and wider community

## Academic

- Have responsibility for the day-to-day running of the Junior School, including;
  - Timetabling
  - Monitoring and updating schemes of work
  - Monitor planning (short/medium and long term)
- Conduct a half-termly book scrutiny
- Ensure pupils' SMART action plans are up-to-date
- Manage the reporting process for Junior and Pre-Prep teachers
- Undertake the performance management of teachers and teaching assistants in line with the whole school policy
- Oversee and manage the tracking and assessment in the Junior School including;
  - Half-termly meetings with staff to ensure the tracking data is updated and actioned
  - Liaising with the Director of Studies, Head of Early Years and Head of Pre-Prep
  - Oversee and develop intervention sessions/action plans for KS2
- Write the MAG programme for Pre-Prep and Junior pupils
- Liaise with the SENCo, discussing pupils with SEN

## Compliance

- Support and uphold whole school policies
- Write subject policies for Pre-Prep and Junior departments

## Pastoral

- Organise and minute staff meetings
- Oversee the behaviour management of Junior pupils, following whole school policies
- Ensure pastoral records are updated regularly by all staff
- Organise the house system in the Junior and Pre-Prep Departments, organising inter-house events, both sporting and otherwise
- Oversee the Kindness Ambassadors
- Oversee the Cyber Ambassadors
- Manage and develop the role of Character Education in the Junior School

## Teaching responsibilities

- Teach a reduced timetable, modelling excellent classroom practice and maintaining close contact with pupils
- Ensure the children learn in a positive, caring environment
- Plan and prepare schemes of work and lesson plans
- Teach according to the needs of the individual pupils, taking into account accelerated learning and the requirements for differentiation
- Assess, record and report on the development, progress and attainment of pupils – according to the school's policy
- Record half-termly and termly assessments on the tracking sheets
- Report pupil progress to parents, via reports and meetings

- Participate in staff meetings in order to make an effective contribution to the development and application of school policies and procedures relating to administration, organisation and curriculum
- Assist in the smooth running of the school by covering for teaching staff who may be absent from school from time to time.

## Other

- Liaise with parents regarding progress and behaviour in school
- In collaboration with the Aftercare/Holiday Club Supervisor, to help with staff cover if Aftercare is short-staffed
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and understanding how and when to take appropriate action
- Fulfil any other duties reasonably allocated by the Headteacher